

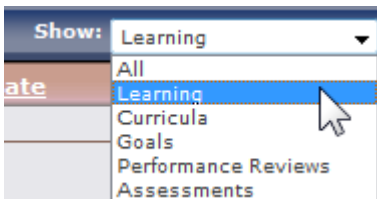
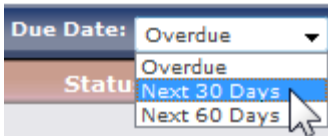
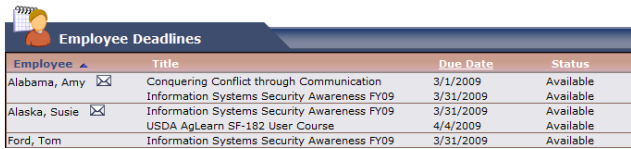
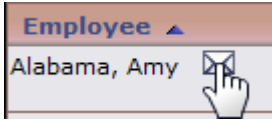
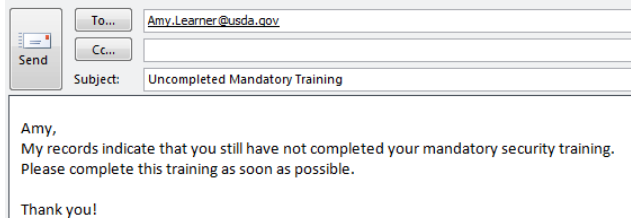


Checking the Dashboard for Upcoming Learning Due Dates

To see if all of your subordinates have completed their assigned learning, such as mandatory training, check the **Supervisor Dashboard** located under the **My Employees** tab. You can then email subordinates directly from the dashboard.

Step	Activity	View																								
1.	From the AgLearn Home page, click the My Employees menu.																									
2.	Click the Subordinates sub menu to see an organizational chart. Note: If your subordinates also have subordinates, the sub menu will be titled Organization Chart .																									
3.	Click the Show drop-down list, and then select Learning .																									
4.	Click the Due Date drop down list, and then select Next 30 days .																									
5.	Review employee records for mandatory training requirements that have not yet been completed.	 <table><thead><tr><th>Employee</th><th>Title</th><th>Due Date</th><th>Status</th></tr></thead><tbody><tr><td>Alabama, Amy</td><td>Conquering Conflict through Communication</td><td>3/1/2009</td><td>Available</td></tr><tr><td></td><td>Information Systems Security Awareness FY09</td><td>3/31/2009</td><td>Available</td></tr><tr><td>Alaska, Susie</td><td>Information Systems Security Awareness FY09</td><td>3/31/2009</td><td>Available</td></tr><tr><td></td><td>USDA AgLearn SF-182 User Course</td><td>4/4/2009</td><td>Available</td></tr><tr><td>Ford, Tom</td><td>Information Systems Security Awareness FY09</td><td>3/31/2009</td><td>Available</td></tr></tbody></table>	Employee	Title	Due Date	Status	Alabama, Amy	Conquering Conflict through Communication	3/1/2009	Available		Information Systems Security Awareness FY09	3/31/2009	Available	Alaska, Susie	Information Systems Security Awareness FY09	3/31/2009	Available		USDA AgLearn SF-182 User Course	4/4/2009	Available	Ford, Tom	Information Systems Security Awareness FY09	3/31/2009	Available
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6.	Click the Send Email icon next to a subordinate with uncompleted mandatory training. Note: Outlook will open a message window addressed to your subordinate.																									
7.	Compose a reminder email to your subordinate and click Send . Repeat steps 6-7 for each subordinate with incomplete mandatory training.	 <p>To... Amy.Learner@usda.gov</p> <p>CC...</p> <p>Subject: Uncompleted Mandatory Training</p> <p>Amy, My records indicate that you still have not completed your mandatory security training. Please complete this training as soon as possible.</p> <p>Thank you!</p>																								